



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
DIRECTOR, CHILD NUTRITION PROGRAMS	41	A	5.212

DEFINITION OF THE CLASS:

Under administrative supervision of the Deputy Superintendent, is responsible for directing all phases of the statewide Child Nutrition Programs which provide financial support to public and private nonprofit schools, child care facilities, residential institutions, youth camps and other organizations.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Administers and directs the operations of the Child Nutrition Programs Branch by: overseeing the administration activities for six federally funded and regulated programs to assure that the programs follow Parts 210-245 of Title VII of the Code of Federal Regulations; directing the development of plans to meet the requirements of the applicable parts of the Federal Regulations; processing and coordinating the submission of plans for approval by the State Board of Education and the United States Department of Agriculture (USDA); establishing policies to assure standard operations of all programs; and directing activities of assigned staff in order to implement programs, develop procedures and evaluate accomplishments.

Prepares a state biennial budget in order to meet the needs of the branch. This includes monitoring or overseeing budget expenditures to assure program and administrative expenses are within the budget allowances; overseeing the processing and accounting of sponsor payments and branch expenses through the approval of vouchers in order to assure adherence to policies and procedures; overseeing guidance given to program sponsors in order to enhance program success; responding to all audit and management evaluation inquiries or findings to assure coordinated responses are given.

Provides direct supervision of professional and support staff by: recruiting, hiring and training staff; providing opportunities for outside training; evaluating performance of staff and providing guidance as needed; in order to assure compliance with personnel regulations and that staff activities are coordinated to meet overall goals and objectives of the branch.

Works with the State Board of Education to provide input on issues such as the five year plan, classification of child nutrition programs, etc.

Coordinates outreach activities in order to increase sponsorship in the Child Nutrition Programs (CNP). Oversees information in the form of newsletters, administrative manuals, correspondence and workshops that is disseminated to sponsors and media to assure that it meets program needs.

Plans and coordinates CNP activities with the activities of other branches and agencies (state and national) to assure a coordinated effort to promote and inform regarding Child Nutrition Programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of appropriate federal and state laws and regulations relating to Child Nutrition Programs. Knowledge of federal and state accounting systems and fiscal control to provide for the production and monitoring of budgets, letters of credit, and proper program payments.

Ability to interpret and apply federal and state policies, laws, and regulations to various audiences such as school administrators, teachers, food service personnel and the general public.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of public health feeding programs. Knowledge of the principles of budgeting and accounting. Knowledge of nutrition, food service management. Knowledge of supervisory principles and practices as applied to supervision of subordinate staff. Knowledge of management principles and practices as they relate to the administration of a comprehensive program. Knowledge of the principles and practices of food service administration and group feeding and the ability to apply this knowledge to sound nutritional practices.

Ability to communicate and work effectively with a variety of educational personnel. Ability to prepare and present a variety of oral and written reports as needed. Ability to organize, prioritize and plan work. Ability to set and implement goals. Ability to resolve conflict, implement change and build a cohesive atmosphere.

EDUCATION AND/OR WORK EXPERIENCE:

I

Master's degree from an accredited college or university with major work in nutrition or home economics and two years of professional experience in nutritional needs assessment or nutritional program planning and implementation; OR

II

Bachelor's degree from an accredited college or university with major work in nutrition or home economics and four years of experience as described in option I.

LICENSE: Must possess certification by the American Food Services Association or registration as a Dietician by the American Dietetic Association at the time of appointment.

FINGERPRINT: The selected candidate may be required to submit fingerprint cards and release forms to access information on matters relating to criminal activities involving children. The hiring agency is NOT responsible for payment of administrative and/or processing fees.

TRAVEL: Required to travel to metropolitan, rural and remote locations.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

5.212

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12/7/84PC
REVISED: 7/1/91P
7/6/90PC